

Discretionary Fees and Charges 2020/21

VAT KEY

OS
S
E

Outside the scope of VAT
Standard Rated
Exempt

20%

APPENDIX 2

Service	Further Information	VAT Category	Charges for 2019/20	Charges for 2019/20	Charges for 2020/21	Charges for 2020/21
			Net of VAT if applicable	with VAT if applicable	Net of VAT if applicable	with VAT if applicable
			£	£	£	£
LEGAL, DEMOCRATIC AND CONTRACTS SERVICES						
Freedom of Information Act 2000						
Estimation of officer time taken to process the request – 18 hours or more: (disbursements eg. photocopying and postage will be charged separately)						
Initial charge (for first 18 hours)		OS	450.00	450.00	450.00	450.00
Additional hours (per hour)		OS	25.00	25.00	25.00	25.00
Environmental Information Regulations						
Requests under the Environmental Information Regulations will be charged at £25 an hour (disbursements eg. photocopying and postage will be charged separately)			25.00	25.00	0.00	0.00
Data Protection Act (Effective from 25 May 2018)						
Manifestly unfounded or excessive request - estimation of officer time taken to process the request – 18 hours or more: (disbursements eg. photocopying and postage will be charged separately)		OS				
Initial charge (for first 18 hours)		OS	450.00	450.00	450.00	450.00
Additional hours (per hour)		OS	25.00	25.00	25.00	25.00
Requests for further copies of information already supplied: hours charged at £25 per hour (disbursements eg. photocopying and postage will be charged separately)		OS	25.00	25.00	25.00	25.00
Legal Fees						
Development/planning agreements	First 10 hours	OS	700 to 4,000	700 to 4,000	715 to 4,080	715 to 4,080
Hourly rate thereafter		OS	110.00	110.00	110.00	110.00
Commercial property / lease	Hourly rate if applicable	OS	450 to 850	450 to 850	460 to 870	460 to 870
Transfer of miscellaneous land		OS	550 to 750	550 to 750	560 to 765	560 to 765
Lease renewals		OS	250 to 500	250 to 500	255 to 510	255 to 510
License to assign		OS	400 to 850	400 to 850	410 to 870	410 to 870
Licenses for land		OS	250 to 850	250 to 850	255 to 870	255 to 870
Easements		OS	350 to 800	350 to 800	360 to 820	360 to 820
Land enquiries - abortive transaction fee		OS	150.00	150.00	155.00	155.00
Deed of surrender		OS	400 to 850	400 to 850	410 to 870	410 to 870
Deed of novation		OS	400 to 850	400 to 850	410 to 870	410 to 870
Leaseholder matters/post RTB Matter		OS	150 to 300	150 to 300	155 to 310	155 to 310
Discharge of mortgages		OS	120.00	120.00	125.00	125.00
Rent reviews		OS	150.00	150.00	155.00	155.00
Supplying copies of deed/misc land documents per A4 photocopying charge		OS	0.10	0.10	0.10	0.10
Hourly rate for providing services to external organisations or hourly rate to be applied in complex property/development transactions		S	105.00	126.00	110.00	132.00

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Hythe Swimming Pool						
These activities are subjected to standard VAT unless there is a block booking of 10 or more sessions by schools, clubs or						
Swimming – Adult		S	3.50	4.20	3.60	4.30
Swimming – Junior		S	2.20	2.60	2.25	2.70
Swimming – Senior		S	2.20	2.60	2.25	2.70
Swimming – Off Peak		S	2.70	3.20	2.75	3.30
Swimming – Disabled		S	1.75	2.10	1.75	2.10
Swimming – Carer		S	1.75	2.10	1.75	2.10
Organised Groups – Adults		S	3.00	3.60	3.00	3.60
Organised Groups – Junior		S	1.90	2.30	1.95	2.30
Family ticket (2 adults & 2 juniors or 1 adult & 3 juniors)		S	9.20	11.00	9.30	11.20
Aqua Aerobics/Fit		S	4.50	5.40	4.50	5.40
Aqua Zumba		S	4.50	5.40	4.50	5.40
Spectator Admission		S	0.80	1.00	0.80	1.00
Gym		S	4.60	5.50	4.60	5.50
Adult lessons – course of 10 (45 minute lessons)		E	81.50	81.50	81.50	81.50
Adult (front crawl) training - per session		E	5.40	5.40	5.40	5.40
Junior lessons – course of 10 (30 minute lessons)		E	56.00	56.00	56.00	56.00
Pool hire per hour (includes 1 lifeguard and upto 30 people)		S	93.33	112.00	95.00	114.00
Teaching Pool hire per hour		S	33.75	40.50	34.42	41.30
Club hire (Monday-Saturday)		E	68.00	68.00	69.40	69.40
Club hire (Sunday)		E	62.00	62.00	63.20	63.20
Lifeguard for clubs		E	11.70	11.70	11.95	11.95
Adult blue voucher book (12 tickets)		S	35.00	42.00	35.80	43.00
Senior voucher book (12 tickets)		S	22.00	26.00	22.50	27.00
Junior voucher book (12 tickets)		S	22.00	26.00	22.50	27.00
Disabled Voucher book (12 tickets)		S	17.50	21.00	17.50	21.00
Aqua Aerobics yellow voucher books (12 tickets)		S	45.00	54.00	45.00	54.00
School swimming teacher - per half hour		S	7.08	8.50	7.25	8.70
Schools non exclusive – per child per half hour		S	1.85	2.20	1.85	2.20
School exclusive pool hire – per half hour (maximum 20 children)		S	29.00	35.00	29.00	35.00
School exclusive pool hire – additional children		S	1.25	1.50	1.25	1.50
Private lessons per half hour – 1 child		E	13.50	13.50	13.50	13.50
Direct debit - annual advance payment		S	175.00	210.00	175.00	210.00
Direct debit - monthly payment on a minimum 12 month contract		S	15.30	18.40	15.30	18.40
Direct debit monthly payment - open contract (no minimum term can be cancelled at		S	19.70	23.60	19.70	23.60
Joining fee for open contract direct debit		S	13.70	16.40	13.70	16.40

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			£	£	£	£
Waste & Recycling						
Bulky household collection (1 item)		OS	24.50	24.50	24.99	24.99
Bulky waste additional items (collected on the same visit)		OS	6.00	6.00	6.00	6.00
Abortive visits (including scheduled collections not cancelled 1 working day in advance)		OS	24.50	24.50	24.99	24.99
Cancelled visits - (including scheduled collections not cancelled 1 working day in advance)		OS	5.00	5.00	5.00	5.00
Garden waste sacks individual		OS	1.25	1.25	1.30	1.30
Garden waste sacks (roll of 10 sacks)		OS	11.45	11.45	11.70	11.70
Purple sacks (restrictions apply) - individual		OS	2.45	2.45	2.50	2.50
Purple sacks (restrictions apply) - roll of 13 sacks		OS	29.95	29.95	30.50	30.50
Supply & delivery of 140 litre wheeled bin		OS	35.99	35.99	36.70	36.70
Supply & delivery of 180 litre wheeled bin		OS	49.99	49.99	50.99	50.99
Supply & delivery of 240 litre wheeled bin		OS	47.95	47.95	48.90	48.90
Supply & delivery of 360 litre wheeled bin		OS	75.95	75.95	77.50	77.50
Supply & delivery of 660 litre green (residual) wheeled bin		OS	235.00	235.00	239.70	239.70
Supply & delivery of 660 litre wheeled bin (recyclables)		OS	245.00	245.00	249.90	249.90
Supply & delivery of 1100 litre green (residual) wheeled bin		OS	252.00	252.00	257.00	257.00
Supply & delivery of 1100 litre wheeled bin (recyclables)		OS	262.00	262.00	265.00	265.00
Bin authorisation fee (2 wheeled bin)		OS	6.00	6.00	6.00	6.00
Bin authorisation fee (4wheeled bin)		OS	12.00	12.00	12.00	12.00
Food waste collections, kerbside container		OS	9.95	9.95	10.15	10.15
Food waste collections, kitchen caddy		OS	5.95	5.95	6.70	6.70
New property container offer (Up to 2WB, 2 Food + Box) Price capped at		OS	84.95	84.95	86.65	86.65
Black box recycling container		OS	9.95	9.95	10.15	10.15
Purple box recycling container		OS	9.95	9.95	10.15	10.15
Green waste collection - contribute towards purchase		OS	29.95	29.95	30.50	30.50
Green waste collection - annual subs.		OS	47.00	47.00	48.00	48.00
Green waste collection - direct debit		OS	47.00	47.00	48.00	48.00

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			£	£	£	£
COMMUNICATIONS						
Below are the advertised rates, but discretionary discounts could be considered.						
Advertising space in Your District Today	1/4 Page	S	295.00	354.00	295.00	354.00
Advertising space in Your District Today	1/2 Page	S	495.00	594.00	495.00	594.00
Advertising space in Your District Today	Full Page	S	850.00	1,020.00	850.00	1,020.00
Advertising space in Your District Today	Back Page	S	995.00	1,194.00	995.00	1,194.00
Advertising space in Your District Today	Inside Front/Back cover	S	900.00	1,080.00	900.00	1,080.00
HOUSING SERVICES						
Housing Revenue Account						
Garages let to SDC tenants	Per week	OS	11.70	11.70	11.90	11.90
Garages let privately	Per week	S	11.70	14.00	11.93	14.30
Parking spaces let to SDC tenants	Per week	E	3.40	3.40	3.50	3.50
Parking spaces let privately	Per week	S	3.40	4.00	3.50	3.50
Stores	Per week	E	17.50	17.50	17.90	17.90
Hire of scooter store	Per week	E	2.40	2.40	2.45	2.45
Lounge hire - sheltered accommodation	Per hour	E	14.60	14.60	14.90	14.90
Guest rooms - sheltered accommodation	Per night	E	17.50	17.50	17.85	17.85
Lifeline for Council tenants (VAT is zero rated for clients with disabilities)	Per week	S	1.00	1.20	1.00	1.20
Long lease renewals						
Administrative fee		S	210.00	252.00	214.20	257.00
Valuation fee		S	377.00	452.40	384.50	461.40
Plan fee		S	100.00	120.00	102.00	122.40
Supporting People						
- Full Sheltered	Per week	E	11.20	11.20	11.40	11.40
- Semi Sheltered	Per week	E	0.80	0.80	0.80	0.80
Shed	Per week	E	3.90	3.90	3.98	3.98
RTB - management fee	Annual	E	220.00	220.00	220.00	220.00
RTB - reference for purchase		E	45.00	45.00	45.90	45.90
RTB - service charges enquiry		E	79.00	79.00	80.60	80.60
Sale of land - administration fee		S	263.00	315.60	268.25	321.90
Housing						
Non-Statutory Inspection fee	Per inspection	S	115.83	139.00	120.00	144.00

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COMMERCIAL & TECHNICAL SERVICES						
Parking Services						
Provision of white 'access' road markings (outside premises or private drive):						
Analysis and survey work	per application	E	121.00	121.00	121.00	121.00
Installation and maintenance (10 years)	per application	E	158.00	158.00	158.00	158.00
Hire of Land						
Refundable deposit - non-commercial events(minimum of £100) - sliding scale		OS	up to £500.00	up to £500.00	up to £500.00	up to £500.00
Small non-commercial events (excluding Boot Fairs) - hire charge		OS	135.00	135.00	143.00	143.00
Charitable/Community events (excluding Boot Fairs) - hire charge		OS	40.00	40.00	41.00	41.00
Boot Fairs		OS	260.00	260.00	280.00	280.00
Commercial events hire charge (per day)		OS	1,150.00	1,150.00	1,210.00	1,210.00
Refundable deposit - commercial events (minimum of £500) - sliding scale		OS	up to £1,000.00	up to £1,000.00	up to £1,000.00	up to £1,000.00
Arranging TPC road closure (admin fee)		OS	25.00	25.00	25.00	25.00
Cleaning & restocking charge for use of WCs used by event organiser (some exemptions available on request)		S	104.00	125.00	110.83	133.00
Public Toilets						
Dymchurch Sea Wall toilets		OS	0.20	0.20	0.20	0.20
Radar keys		S	2.20	2.60	2.24	2.70
Outdoor Sports and Recreation						
Outdoor Sports and Recreation						
These activities are subjected to standard VAT unless there is a block booking of 10 or more sessions by schools, clubs or associations, then it is treated as an exempt activity.						
Cricket – Shorncliffe		S	61.40	73.70	62.63	75.20
Cricket – Shorncliffe (Concession)		S	25.60	30.70	26.11	31.30
Football – Sports Ground (Cheriton)		S	66.50	79.80	67.83	81.40
Football – Sports Ground (Cheriton) (concession)		S	46.00	55.20	46.92	56.30
Mini Soccer - Sports Ground (Cheriton)		S	14.80	17.80	15.10	18.10
Football - 9v9 Sports Ground (Cheriton Rd and North Rd)		S	29.70	35.60	30.30	36.40
Football – Stadium (Cheriton)		S	56.30	67.60	57.43	68.90
Football – Stadium (Cheriton) (concession)		S	35.80	43.00	36.52	43.80
Royal Military Canal:						
Allotments (Green Lane) Full Plot		OS	41.00	41.00	41.80	41.80
Allotments (Green Lane) Half Plot		OS	20.50	20.50	20.90	20.90
Shingle Extraction						
Annual Fee up to 120,000 cubic metres		OS	n/a	n/a	n/a	n/a
Fee per cubic metre over 120,000 cubic metres		OS	1.02	1.02	1.04	1.04
Beach Huts						
Hythe	per annum		800.00	800.00	800.00	800.00
Sale of Documents						
Sale of miscellaneous documents - Building Control		S	Variable	Variable	Variable	Variable

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Private Lifeline Charges						
Equipment subject to VAT but client has option to complete VAT exemption form.						
Gemini unit (per week)	per week	S	3.50	4.20	3.50	4.20
Bogus caller alarm		S	31.00	37.20	31.00	37.20
CO2 fall & flood detector	Quarterly charge	S	34.50	41.40	34.50	41.40
GPS Footprint	per week	S	5.30	6.40	5.30	6.40
Universal sensor	Quarterly charge	S	17.20	20.60	17.20	20.60
Epilepsy sensor	per week	S	6.70	8.00	6.70	8.00
Pull cord		S	2.00	2.40	2.00	2.40
Property exit sensor		S	2.20	2.60	2.20	2.60
Bed occupancy sensor	Quarterly	S	81.25	97.50	81.25	97.50
Bed sensory pad	per week	S	1.50	1.80	1.50	1.80
PR / fault visits		S	39.00	46.80	39.00	46.80
Safe socket		S	31.00	37.20	31.00	37.20
Smoke detectors	per week	S	2.30	2.80	2.30	2.80
Telephone extension lead		S	6.00	7.20	6.00	7.20
Electrical extension lead		S	9.00	10.80	9.00	10.80
Pendant		S	72.50	87.00	72.50	87.00
Pendant rental	per week	S	1.50	1.80	1.50	1.80
Replacement pendant (used)		S	40.00	48.00	40.00	48.00
Lost units (replacements)		S	138.00	165.60	138.00	165.60
GSM (mobile phone lifeline)	per week	S	6.70	8.00	6.70	8.00
Care assist	per week	S	3.30	4.00	3.30	4.00
Care assist for existing clients with faulty line		S	44.00	52.80	44.00	52.80
Replacement power supply	per unit	S	36.00	43.20	36.00	43.20
Big button phone	per unit	S	17.50	21.00	17.50	21.00
Minuet pendants	per unit	S	85.00	102.00	85.00	102.00
ADSL filters	Unit price +10%	S	5.00	6.00	5.00	6.00
Installation charge		S	40.00	48.00	40.00	48.00
Out of area installation charge		S	69.50	83.40	69.50	83.40
RSL monitoring income shown as an hourly rate		S	0.11	0.13	0.11	0.13
Wristband set up charge		S	35.00	42.00	35.00	42.00
Wristbands (per annum)		S	20.00	24.00	20.00	24.00
Telehealth monitoring		S	1.85	2.20	1.85	2.20
Warm Homes		S	1.55	1.90	1.55	1.90
Lone Worker scheme set-up	per person	S	5.50	6.60	5.50	6.60
Lone Worker scheme part-time	per week	S	0.90	1.10	0.90	1.10
Lone Worker scheme full-time	per week	S	1.20	1.40	1.20	1.40
Data holding and contract holding	per week	S	0.60	0.70	0.60	0.70
Monitoring only - donated (per week)	As per supporting people	S	2.20	2.60	2.20	2.60
Daily Check Calls	per quarter	S	14.60	17.50	14.60	17.50
Daily Check Calls	per annum	S	58.40	70.10	58.40	70.10

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			£	£	£	£
PLANNING SERVICES						
Planning Pre-Application Charging Schedule						
Householder application - written advice only		S	43.75	52.50	44.63	53.60
Householder application - up to 1 hour meeting with written advice		S	131.25	157.50	133.89	160.70
Equestrian development (domestic) - written advice only		S	43.75	52.50	44.63	53.60
Equestrian development (domestic) - up to 1 hour meeting with written advice		S	131.25	157.50	133.89	160.70
Replacement dwellings						
Single dwelling/flat/holiday let/self contained annexe, incl change of use - written		S	131.25	157.50	133.89	160.70
Single dwelling/flat/holiday let/self contained annexe, incl change of use - up to 1		S	218.75	262.50	223.13	267.80
hour meeting with written advice						
2 - 9 dwellings/flats/holiday lets incl HMOs, self contained units with care - written		S	216.75	260.10	221.09	265.30
advice only						
2 - 9 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 1		S	367.50	441.00	374.85	449.80
hour meeting with written advice						
10 - 20 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 2		S	568.75	682.50	580.13	696.20
hour meeting with written advice						
21 - 49 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 2		S	743.75	892.50	758.63	910.40
hour meeting with written advice						
50 - 199 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to		S	875.00	1,050.00	892.50	1,071.00
2 hour meeting with written advice. (Planning Performance Agreement if appropriate						
for cost recovery of officer time and consultant costs)						
Strategic development 200 units and over - Planning Performance Agreement for cost		S	Variable	Variable	Variable	Variable
recovery of officer time and consultant costs						
External alterations requiring planning permission - all uses		S	43.75	52.50	44.63	53.60
Listed Buildings where no associated planning permission required - written advice		S	65.60	78.70	66.91	80.30
only						
Listed Buildings where no associated planning permission required - 30 minute		S	131.25	157.50	133.89	160.70
meeting with written advice						
Listed building work also requiring planning permission - relevant pre application		S	Variable	Variable	Variable	Variable
planning fee.						
Advertisements (initial one hour advice meeting and letter)						
Businesses - further work following intial advice and all other business/commercial		S	43.75	52.50	44.63	53.60
with a floor space 500m² and below		S	437.50	525.00	446.25	535.50
Businesses - further work following initial advice and all other business/commercial		S	Variable	Variable	Variable	Variable
with a floor space above 500m² - £525 plus £1,000 per 500m2 thereafter						
All Other operations and developments including changes of use		S	437.50	525.00	446.25	535.50
Sale of Documents						
Sale of miscellaneous documents - Planning Policy		S	Variable	Variable	Variable	Variable
Sale of miscellaneous documents - Development Management		S	Variable	Variable	Variable	Variable
Charging for monitoring legal agreements		S	Variable	Variable	Variable	Variable
Shepway Core Strategy Local Plan						
Shepway Core Strategy Local Plan	Hard Copy	S	73.50	88.20	74.97	90.00
Shepway Core Strategy Local Plan	Saved Policies	S	94.40	113.30	96.29	115.50
Shepway Core Strategy Local Plan - concessionary rate for local residents, Town and	Hard Copy	S	52.50	63.00	53.55	64.30
Parish Councils	with Saved Policies	S	73.50	88.20	74.97	90.00
Self-Build and Custom Build Housing Projects Register						
First time applicants		S	25.00	30.00	25.50	30.60
Annual renewal		S	12.50	15.00	12.75	15.30

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COMMUNITY SERVICES						
Hackney Carriage Licensing						
Drivers Single Licence		OS	130.00	130.00	135.00	135.00
Drivers Dual Licence		OS	177.00	177.00	185.00	185.00
Knowledge Test		OS	61.00	61.00	62.00	62.00
Vehicle Licence – Annual		OS	279.00	279.00	273.00	273.00
Vehicle Licence – Transfer		OS	94.00	94.00	96.00	96.00
Vehicle Licence - Change of Ownership (no plates)					45.00	45.00
Vehicle Plate replacement		OS	20.50	20.50	21.00	21.00
Driver Badge replacement		OS	20.50	20.50	21.00	21.00
Private Hire Operator Licence (Per vehicle)		OS	64.50	64.50	63.00	63.00
Refund Processing Fee (surrendered Licence)					25.00	25.00
Copy of Paper Licence					10.50	10.50
Amend Paper Licence (change of address details)					10.50	10.50
Miscellaneous Licensing						
Dangerous Wild Animals Act 1964 & 1970	Every Two years	OS	420.00	420.00	428.50	428.50
Boarding in Kennels for Dogs Boarding For Cats (Part A)					184.50	184.50
Selling Animals As Pets (Part A)					184.50	184.50
Homeboarding for Dogs (6 or more animals), Dog Day Care, Homeboarding Agent (Part A)					166.50	166.50
Homeboarding for Dogs (5 or less animals) (Part A)					148.50	148.50
Breeding of Dogs (Part A)					166.50	166.50
Keeping/Training Animals for Exhibition (5 or less animals) (Part A)					148.50	148.50
Keeping/Training Animals for Exhibition (6 or more animals) (Part A)					184.50	184.50
1 year Licence (Part B)					113.00	113.00
2 year Licence (Part B)					176.00	176.00
3 year Licence (Part B)					229.00	229.00
Hiring of Horses (Part A)			120.00	120.00	166.50	166.50
Other Charges						
Request for Variations						
- administrative amendment only			20.00	20.00	20.00	20.00
- inspector visit (if required)			80.00	80.00	80.00	80.00
Request for re-inspection (for all licences) plus vet fees if applicable			80.00	80.00	80.00	80.00
Zoo Licence Act 1982						
Application Fee					604.20	604.20
LA Inspector per hour					26.30	26.30
Veterinary fees (all animal licences) - recharged at cost.			0.00	N/A	0.00	N/A
Street Trading Consent/Licence (Annual)		OS	290.00	290.00	295.00	295.00
Street Trading Consent (3 month)					120.00	120.00
Non mobiles > 25 feet in length		OS	803.00	803.00	803.00	803.00
Stall per foot- Sandgate Road	March to December	OS	3.00	3.50	3.00	3.50
Stall per foot- Sandgate Road	January and February	OS	1.80	1.80	1.80	1.80
Stall per foot- Guildhall Street	March to December	OS	2.00	2.35	2.00	2.35
Stall per foot- Guildhall Street	January and February	OS	1.35	1.35	1.35	1.35
Street Trading Licence (Lanterns) - per stall per day	per foot	OS	2.00	2.00	5.00	5.00
Market License fee			tba	tba	tba	tba
Canoe - annual		OS	29.00	29.00	29.50	29.50
Canoe - seasonal		OS	19.00	19.00	19.50	19.50
Boat - annual		OS	47.00	47.00	48.00	48.00
Boat - seasonal		OS	29.50	29.50	30.00	30.00

Discretionary Fees and Charges 2020/21

		VAT KEY	OS	Outside the scope of VAT	APPENDIX 2	
			S	Standard Rated	20%	
			E	Exempt		
			Charges for 2019/20		Charges for 2020/21	
Service	Further Information	VAT Category	Net of VAT if applicable	Charges for 2019/20 with VAT if applicable	Net of VAT if applicable	Charges for 2020/21 with VAT if applicable
			£	£	£	£
Scrap Metal Licensing						
Grant of site licence		OS	503.00	503.00	513.00	513.00
Renewal of site licence		OS	472.00	472.00	481.00	481.00
Collectors licence		OS	295.50	295.50	300.00	300.00
Variation of licence		OS	64.50	64.50	65.80	65.80
Change of details		OS	54.00	54.00	55.00	55.00
Personal & Premises Licences						
Personal - Acupuncture, ear piercing, electrolysis & semi-permanent ink		OS	193.00	193.00	193.00	193.00
Personal - Tattooing Registration		OS	308.00	308.00	308.00	308.00
Personal - Sex Shop Consent		OS	2,067.00	2,067.00	2,067.00	2,067.00
Personal - Change to Registration		OS	107.00	107.00	107.00	107.00
Premise Licence Pre-Application Schedule						
Written advice (basic) following letter/submission received		S	20.50	24.60	21.00	25.20
Per 60 minute meeting with written advice		S	39.00	46.80	79.50	95.40
Dog Control						
Kennelling per night		OS	19.50	19.50	19.90	19.90
Out of hours dog collection		OS	51.15	51.15	52.20	52.20
Veterinary fees at cost		OS	Variable	Variable	Variable	Variable
Microchip fee		OS	5.00	5.00	5.00	5.00
Flea treatment (dependant on size of the dog)		OS	8.00 to 12.00	8.00 to 12.00	8.00 to 12.00	8.00 to 12.00
Worming (dependant on size of the dog)			8.00 to 13.00	8.00 to 13.00	8.00 to 13.00	8.00 to 13.00
Vaccination charge		OS	25.00	25.00	25.00	25.00
Pollution Environmental Health						
Contaminated land search fee		OS	150.00	150.00	153.00	153.00
Hourly fee for works in default (returning seized goods and removal of fly posting)		OS	15.00	15.00	15.30	15.30
Food and Safety						
Certificate for voluntary surrender of unfit food (Including 1 hour officer time)		OS	92.00	92.00	94.00	94.00
Plus officer time per additional hour		OS	42.00	42.00	43.00	43.00
Food export certificate		OS	140.00	140.00	45.00	45.00
Plus additional charge per consignment where inspection is required					90.00	90.00
Food Hygiene course - fee per person		E	60.00	60.00	60.00	60.00
Food Hygiene Scheme - re-rating	per application	E	130.00	130.00	130.00	130.00
Private Water Supply Sampling						
Risk assessments(If carried out by contractor)	per hour	OS	52.50	52.50	52.50	52.50
Risk assessments(If carried out by SDC staff)	per hour	OS	26.30	26.30	26.30	26.30
Mileage	per mile	OS	0.60	0.60	0.60	0.60
Sampling	per visit	OS	56.30	56.30	56.30	56.30
Analysis and courier (first sample)	first sample	OS	16.30	16.30	16.30	16.30
Additional sample	each	OS	5.50	5.50	5.50	5.50
Caravan Site Licensing						
New application	Band A (single pitch)	E	0.00	0.00	0.00	0.00
New application	Band B (2 - 10 pitches)	E	528.00	528.00	538.00	538.00
New application	Band C (11 - 25 pitches)	E	614.00	614.00	626.00	626.00
New application	Band D (26 - 50 pitches)	E	757.00	757.00	772.00	772.00
New application	Band E (51 - 100 pitches)	E	1,021.00	1,021.00	1,041.00	1,041.00
New application	Band F (101 - 200 pitches)	E	1,565.00	1,565.00	1,596.00	1,596.00
New application	Band G (201 - 400 pitches)	E	2,638.00	2,638.00	2,690.00	2,690.00
New application	Band H (401 - 800 pitches)	E	4,783.00	4,783.00	4,878.00	4,878.00
Annual fee	Band A	E	0.00	0.00	0.00	0.00
Annual fee	Band B	E	313.00	313.00	319.00	319.00
Annual fee	Band C	E	399.00	399.00	407.00	407.00

Discretionary Fees and Charges 2020/21

VAT KEY

OS

S

E

Outside the scope of VAT

Standard Rated

Exempt

20%

APPENDIX 2

Service	Further Information	VAT Category	Charges for 2019/20	Charges for 2019/20	Charges for 2020/21	Charges for 2020/21
			Net of VAT if applicable	with VAT if applicable	Net of VAT if applicable	with VAT if applicable
			£	£	£	£
Annual fee	Band D	E	542.00	542.00	552.90	552.90
Annual fee	Band E	E	807.00	807.00	823.20	823.20
Annual fee	Band F	E	1,350.00	1,350.00	1,377.00	1,377.00
Annual fee	Band G	E	2,423.00	2,423.00	2,471.50	2,471.50
Annual fee	Band H	E	4,569.00	4,569.00	4,660.40	4,660.40
Transfer	Band A	E	0.00	0.00	0.00	0.00
Transfer	Band B to Band H	E	58.00	58.00	59.00	59.00
Amendment	Band A (single pitch)	E	0.00	0.00	0.00	0.00
Amendment	Band B to Band H	E	81.00	81.00	82.60	82.60
Site rules	Band A (single pitch)	E	0.00	0.00	0.00	0.00
Site rules	Band B to Band H	E	39.00	39.00	39.50	39.50

FINANCE, CUSTOMER & SUPPORT SERVICES

Street Naming and Numbering

Changing a property address	OS	57.00	57.00	80.00	80.00
Registering a new property	OS	114.00	114.00	135.00	135.00
New Street/Building (2-10 units)	OS	217.00	217.00	280.00	280.00
New Street/Building (11-19 units)	OS	354.00	354.00	390.00	390.00
New Street/Building (>20 units)	OS	354.00	354.00	390.00	390.00
Additional unit	OS	30.00	30.00	30.00	30.00
Changing a street name	OS	571.00	571.00	735.00	735.00
Provision of historical information	OS	239.00	239.00	245.00	245.00

Cemeteries

Purchase fees

Children not exceeding 12	OS	202.00	202.00	247.00	247.00
Person over 12 –purchase fee	OS	559.00	559.00	611.00	611.00
Burial and Plot Fees (now included within above)	OS	1,038.00	1,038.00	0.00	0.00
Green Burials (Hawkinge Only)	OS	1,008.00	1,008.00	1,008.00	1,008.00

Plot purchase, first internment & right to erect

Garden of remembrance (Lydd, Double Plot)	OS	610.00	610.00	610.00	610.00
Garden of remembrance (New Romney, Double Plot)	OS	610.00	610.00	610.00	610.00
Garden of remembrance (New Romney, Single Plot)	OS	382.00	382.00	382.00	382.00

Digging Fees

Children stillborn - No charge	E				
Person over 12 – single depth digging	OS	576.00	576.00	587.00	587.00
Person over 12 – double depth	OS	855.00	855.00	872.00	872.00
Person over 12 – triple depth	OS	1,145.00	1,145.00	1,168.00	1,168.00

Other Fees

Exhumation Fee (at cost)	E	1,219.00	1,219.00	Variable	Variable
Internment of ashes	OS	144.00	144.00	147.00	147.00
Late internment	OS	137.00	137.00	140.00	140.00
Spreading of ashes	OS	49.00	49.00	50.00	50.00
Scattering of ashes under turf	OS	144.00	144.00	147.00	147.00
Re-open fee	OS	87.00	87.00	89.00	89.00
Add. inscription	OS	74.00	74.00	75.00	75.00
Use of chapel	OS	142.00	142.00	145.00	145.00
Memorials – 6 X 3	OS	246.00	246.00	251.00	251.00
Vases	OS	94.00	94.00	96.00	96.00
Kerbs	OS	437.00	437.00	446.00	446.00
Laying down unsafe memorial	OS	124.00	124.00	127.00	127.00
Standard cost of a donated memorial bench, new plaque and 10 years mtce	OS	1,530.00	1,530.00	1,591.00	1,591.00

Discretionary Fees and Charges 2020/21

		VAT KEY		OS	Outside the scope of VAT		APPENDIX 2	
				S	Standard Rated	20%		
				E	Exempt			
				Charges for 2019/20			Charges for 2020/21	
		VAT	Net of VAT if	Charges for 2019/20			Net of VAT if	Charges for 2020/21
		Category	applicable	with VAT if applicable			applicable	with VAT if applicable
Service	Further Information		£	£		£	£	
Standard cost of a refurbished donated memorial bench, new plaque and 10 years mtce		OS	900.00	900.00		936.00	936.00	
Standard cost of a refurbished donated memorial bench, existing plaque and 10 years mtce		OS	790.00	790.00		822.00	822.00	
Deed of grant		E	40.00	40.00		41.00	41.00	
Transfer of Deed of Grant		E	103.00	103.00		105.00	105.00	
Rose bush (includes 5yr maintenance) (now included within purchase fees above)		E	97.00	97.00		N/A	N/A	
Reserved plot surcharge on use		OS	80.00	80.00		82.00	82.00	
Reservation fee		OS	80.00	80.00		82.00	82.00	
Family History Request - per request up to 3 names		E	30.00	30.00		31.00	31.00	
Family History Request - per request more than 3 names		E	60.00	60.00		61.00	61.00	
Replacement headstones - administration fee		E	50.00	50.00		51.00	51.00	
Burial where ashes are added - administration fee		E	50.00	50.00		51.00	51.00	
Mixing of two ashes - administration fee		E	50.00	50.00		51.00	51.00	
Public Health Funerals			0.00	0.00		300.00	300.00	

Discretionary Fees and Charges 2020/21

VAT KEY

OS
S
E

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20%

APPENDIX 2

Service	Further Information	VAT Category	Charges for 2019/20	Charges for 2019/20	Charges for 2020/21	Charges for 2020/21
			Net of VAT if applicable £	with VAT if applicable £	Net of VAT if applicable £	with VAT if applicable £
Hiring of council meeting rooms for all non Folkestone & Hythe District Council meetings/functions						
<i>KALC (Kent Association of Local Councils) and relevant voluntary/Charity organisations 100% discount</i>						
Council Chamber	Basic Hourly rate	E	35.80	35.80	35.80	35.80
Council Chamber	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E	60.60	60.60	60.60	60.60
Council Chamber	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	67.10	67.10	67.60	67.60
Boulogne and Middleburg Room	Basic Hourly rate	E	26.60	26.60	26.60	26.60
Boulogne and Middleburg Room	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E	50.30	50.30	51.90	51.90
Boulogne and Middleburg Room	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	56.90	56.90	58.50	58.50
Other meeting rooms	Basic Hourly rate	E	15.30	15.30	15.30	15.30
Other meeting rooms	Hourly rate after 9pm week day evenings & Saturday	E	40.10	40.10	40.60	40.60
Other meeting rooms	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	46.60	46.60	47.20	47.20
Use of drinks machine for non Folkestone & Hythe District Council meetings/functions						
Per drink - Up to 30 persons		S	0.92	1.10	0.94	1.10
30 Persons or more		S	27.60	33.10	28.15	33.80
General sale of documents / photocopying						
Photocopying	per A4 sheet (black & white)	S	0.12	0.15	0.12	0.15
Photocopying	per A4 sheet (colour)	S	0.16	0.20	0.16	0.20
Photocopying	per A3 sheet (black & white)	S	0.28	0.35	0.28	0.35
Photocopying	per A3 sheet (colour)	S	0.32	0.40	0.32	0.40
Photocopying	per A1 sheet (black & white)	S	3.00	3.60	3.00	3.60
Photocopying	per A1 sheet (colour)	S	3.50	4.00	3.50	4.00
Photocopying	per A2 sheet (black & white)	S	3.00	3.60	3.00	3.60
Photocopying	per A2 sheet (colour)	S	3.50	4.00	3.50	4.00
Providing electronic copies (PDF or equivalent)	per sheet	S	0.83	1.00	0.83	1.00
Lost/Unreturned ID cards						
Charge to staff		E	7.50	7.50	7.50	7.50
Charge to contractors		E	7.50	7.50	7.50	7.50
Court Costs						
Summons & Liability Order - council tax		E	100.00	100.00	100.00	100.00
Summons & Liability Order - business rates		E	174.00	174.00	174.00	174.00
Failure to submit Completion of Means Enquiry Form		E	70.00	70.00	70.00	70.00